

How to Grade Students' Discussion Posts

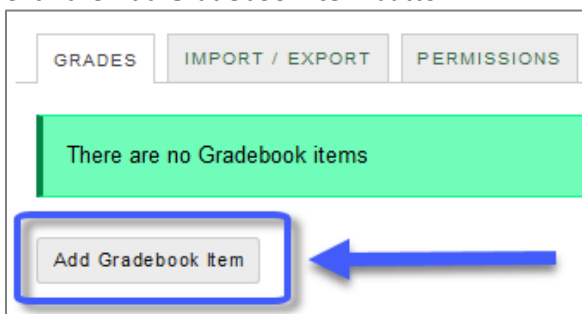
Sakai's Discussions (previously Forums) tool offers several ways for instructors to review and grade students' discussion posts. In this handout, we'll show you the way we think is simplest and quickest.

Step 1: Add a Gradebook item

In the Gradebook, you must manually create a gradebook item for each discussion topic that you will grade.

IMPORTANT NOTE: The Assignments and Tests & Quizzes tools in Sakai can create gradebook items for you – but not the Discussions tool! Before grading discussion topics, you must manually create items for each of them in the Gradebook.

1. On the course menu, click **Gradebook**.
2. Click the **Add Gradebook Item** button.



3. Enter a **Title** (example: *Week 1 Topic*) and the **Point value** (ex: *10*).
4. Enter a **Due date**. (Optional, but recommended. Students will see due dates in the Gradebook.)
5. If you have set up gradebook categories (recommended), choose the appropriate **Category** for this gradebook item. Then BE SURE to check the box to "**Include this item in course grade calculations**" so students' discussion topic grades will be calculated into their overall course grade.
6. At the bottom, click **Create**. The new item now appears in your Sakai gradebook.

Step 2: Associate a Discussion Topic with the Gradebook Item

When you "associate" a discussion topic with a Gradebook item, you are telling the Discussions tool where in the Gradebook to store grades for that topic.

1. In the course menu, click **Discussions**.
2. To the right of the topic you want to grade, click **Topic Settings**.
3. Scroll to the bottom, to the area labeled **Grading**.
4. In the dropdown menu, select the **Gradebook item** you want to associate with this discussion topic.



- **TIP:** If you created a Gradebook item just a few moments ago, you may need to wait a few minutes before it appears in this dropdown menu. You may need to Save and come back into Topic Settings before it will appear.

- After selecting the appropriate gradebook item, click **Save**.

Step 3: Review and grade students' posts

On the main page of the Discussions tool, and to the right of the **topic** you want to grade, click **More** and choose **Grade**. A grading screen appears, which lists each student along with a column for entering grades.

Note: You may have to go to the dropdown menu in the top-right corner, beside "Select a Gradebook item", and select your **gradebook item** from the drop-down list; press **Enter**. Now the grading column should display.

Forums / Statistics & Grading / WEB 110 195 2017sp Forum / Week 1 Topic Select a Gradebook item: Week 1 Topic

0 Apply Grade to all Ungraded

Name	Authored	Read	Unread	Percent Read	Week 1 Topic (10.0 points possible)	1 Show Comments
East, Jane	1	1	7	12%	8	2
North, Greg	3	5	3	62%	7	3
South, Ted						4
Techsmith, Rachel					N/A	
West, David						

East, Jane (jane)
Sort by Topic | Sort by Date
(Mar 28, 2017 3:16 PM)
I'm from Wisconsin, and have lived here 10 years. I love the weather in North Carolina, except the humidity, and no, I don't have an accent.

Hide Comments
Jane: You answered the questions thoroughly, provided examples, and clearly expressed yourself; but you didn't reply to another student's post.

Submit Grades Cancel Changes

- If you want to enter comments along with grades, click **Show Comments** in the upper right; the title will change to "Hide Comments" and will display boxes for entering feedback.
- To begin grading, click on a **student's name**. A window will open showing the full text of *all posts and replies submitted by that student* in this topic. Scroll through this window to review the student's work. When finished, click **Close Window**.
- Enter the student's grade in the box provided, and enter any comments.
 - TIP:** Once you start entering grades, do NOT click on DETAILS. Doing so can result in losing unsaved grades.
- To save, scroll down to the bottom and click **Submit Grades**.
(After saving, you will need to click Show Comments again to see and enter comments.)
 - IMPORTANT:** BE SURE to SAVE often! We recommend that you scroll down and click **Submit Grades** after every one or two students that you grade.
- Students will see their grade and any comments in the Gradebook:

Grade Report for Jane East

Course Grade: -

Group By Category Expand All Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
Discussions	80%	0%		
Week 1 Topic	8 / 10		04/04/2017	Jane: You answered the questions thoroughly, provided examples, and clearly expressed yourself; but you didn't reply to another student's post.